

How to Update Employee Earning Details in Earning Types

1. After editing Earning ID details and saving changes, [How to Edit Earning Type](#)
2. Click **Update Employees** button

Earning Types - Fix Earning

New Save Search Delete Undo **Update Employees** Close

Details

Earning ID: Fix Earning Calculation Type: Fixed Amount

Description: Test Fixed Earning

Amount: 829.26 Account ID: 51000-0000-000

W2 Code: B Tax Calculation: Tax as Normal

Earning Taxes

Tax ID	Description	Type	Paid By
<input type="checkbox"/> FIT	Federal Income Tax	USA Federal Tax	Employ...
<input type="checkbox"/> FICA SS Empl...	FICA Social Security Employee	USA Social Security	Employ...
<input type="checkbox"/> FICA SS Com...	FICA Social Security Company	USA Social Security	Compa...
<input type="checkbox"/> FICA MED Em...	FICA Medicare Employee	USA Medicare	Employ...
<input type="checkbox"/> FICA MED Co...	FICA Medicare Company	USA Medicare	Compa...

1.91s Saved Page 1 of 1 Refresh

3. Update Employees screen is displayed.
4. Select fields to update values on Employees with the edited Earning ID
5. Click **Update** button

Update Employees

Update Cancel

Details

NOTE: This will override all Employee and Template Earnings with the value of the selected fields. This process is **irreversible**. Please proceed with caution.

Earning ID: Fix Earning

Select the fields to update/override

Field	Changing To
<input checked="" type="checkbox"/> Calculation Type	Fixed Amount
<input checked="" type="checkbox"/> Amount	829.26
<input checked="" type="checkbox"/> Account ID	51000-0000-000
<input checked="" type="checkbox"/> Tax Calculation	Tax as Normal
<input checked="" type="checkbox"/> Earning Taxes	Override All

Ready

6. And click **OK**

